



Walled Lake Consolidated Schools

E-Mail Guidelines

User Responsibilities:

WLCS provides electronic mail to staff to enable them to communicate effectively and efficiently with other members of staff, parents, and educational companies and organizations for academic and administrative purposes only. Personal incidental use is permitted. Use of e-mail to copy, receive, and/or transmit any documents, software, or other information protected by copyright laws is prohibited. When using WLCS e-mail, please comply with the following guidelines. Any breach of this policy may lead to disciplinary action.

Do:

- Do check your e-mail daily.
- Do keep e-mail messages concise and short.
- Do include a meaningful subject line in your messages.
- Do check the address line before sending a message and check to ensure that you are sending it to the right person.
- Do delete messages when they are no longer required. It is the personal responsibility of the individual to organize and delete their messages in a timely manner.
- Do use correct spelling and punctuation, especially for parent e-mail communication.
- Do take care not to express views that could be regarded as defamatory, libelous, or harassment.
- Do assume that your e-mail might be forwarded and read by someone else.
- Do use the word CONFIDENTIAL in the subject line to alert the recipient that they should be alone at their computer when reading the message.
- Do stop and give yourself at least ten minutes prior to replying to a message that upsets you.
- Do read your message before sending it.
- Do use proper chain of command (for example, send a concern to your building principal before sending to administrator at the ESC).
- Do use cc sparingly.

Do Not:

- Do not forward e-mail messages sent to you personally to others without the permission of the originator.
- Do not send unnecessarily large e-mail messages or messages with large attachments.
- Do not send mass mailings without prior approval of the Director of Technology.
- Do not participate in chain or pyramid messages or similar schemes.
- Do not put a student or staff name in the subject line.
- Do not use e-mail to discuss confidential information.

Note:

It is important to recognize that while limited personal use of email may not result in an Ethics violation, all email messages -- unlike telephone calls -- are public records and are subject to public inspection under state public records laws.

What to do if you receive a message from an unknown source:

Delete the message and do not open any included attachments.

What to do if you receive a large amount of spam:

Contact your building CRT/Media Specialist who will take appropriate action with the district's IT Department.



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Guidelines for District-Related Public Web Sites

The author must agree to:

Content

- Check to make sure all hyperlinks work.
- Include a clear navigation path for the viewer on the homepage.
- Ensure that website has a strong instructional purpose.
- Include contact information of the author on the home page, including school phone number and e-mail address of author.
- Run a spelling and grammar check prior to publishing, and have another staff member proofread prior to publishing.
- Include easy-to-find hyperlinks to the WLCS district website, the building website, and the curriculum website.
- Make sure that links to other websites are curriculum-related and appropriate for the audience.
- Avoid any form of advertising.

Updates

- Update website at least once every other week (if appropriate). On the home page tell viewers the intended frequency of updates.
- Include when the website was last updated on the home page. If no changes, just change the date.
- Remove obsolete web pages.

Design (Strongly Recommended)

- Keep pages consistent in design/formatting.
- Keep all image sizes small (less than 300 x 250 pixels).
- Use animated graphics (GIF's) sparingly, or not at all.
- Avoid using color combinations that can be difficult to read for persons with color deficit vision (color blindness). Most persons with this disorder have issues with red/green or blue/yellow combinations.
- Avoid backgrounds and animation that detract from the readability of the page.
- Avoid communicating with images only; include text as well, even if brief. People with disabilities rely on text readers.
- Use common fonts such as Arial, Times New Roman, Verdana, and Comic Sans.
- Test website on a dialup connection with different browsers.
- Test website on a monitor that is 800 X 600 and verify that it is visible and easy to navigate.
- Test for printability.
- Include application required for downloadable attachments.

Privacy/Legal Issues

- Adhere to all copyright rules when using pictures, text, graphics, and sound.
- Check with the office prior to posting names, photographs, or work of students. This is VERY important. Some students' parents have requested that anything that might identify their child NOT appear on the Internet.
- Only post first names of students.

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| <ul style="list-style-type: none">• If you have any questions about the meaning of any of the above guidelines, see your building CRT.<ul style="list-style-type: none">• For training opportunities and web creation questions, contact Pam Shoemaker:
(shoemap@walledlake.k12.mi.us, Phone: 6-2027). |
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